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RETURNING TO DOS

The EXIT Menu

The last feature on the Main Menu is "Exit". You may use this option to exit TIP for the day. You may also select to temporarily exit to DOS to run directories, format diskettes or copy files and then continue entering data.

EXIT TIP

This option will close all files and take you to DOS so that you may work on another program. It is very important to exit the TIP system using this option before you turn off your machine. To begin another data entry session, you must type TIP at the root directory.
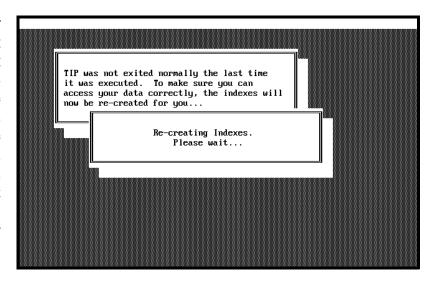
DOS SHELL

The DOS shell allows you to access the DOS environment to enable you to run directories, format diskettes, copy files, and even run other applications such as WordPerfect without having to exit the TIP data entry system. A message will be displayed at the top of the screen when you choose this option instructing that you must

```
You must type EXIT to return to TIP

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C:\TIP\SRC>
```

type EXIT and press the [Enter] key when you want to return to the TIP data entry system.

If you were to turn your machine off without typing "EXIT" and then exiting through the Main Menu, the databases may become corrupted. To avoid problems while you are entering data, the next time you start TIP you will see a message that will let you know that the system was not exited normally and the files will be indexed automatically for you.

```
TIP was not exited normally the last time
it was executed.  To make sure you can
access your data correctly, the indexes will
now be re-created for you...

                Re-creating Indexes.
                  Please wait...
```

Note: W*hen TIP is installed in a drive other than C:, the system may be unable to locate the necessary files to activate the DOS Shell on certain machine configurations. The error message "Bad command or file name" will be briefly displayed and the main menu will be displayed automatically. Please make sure that a path is set to the directory were the DOS files reside. In most microcomputers the DOS files are stored in a subdirectory called DOS. To make sure the DOS path is set, check that the path command in the file AUTOEXEC.BAT includes "C:\DOS;" or a reference to your own DOS subdirectory. Another option is to make sure that the file "COMMAND.COM" is located in the root directory of your C: drive. The inability to use the DOS Shell will in no way prevent you from entering and batching out data.*